

SIGN PERMIT APPLICATION

Date: _____

Type: ☐ Sign Plan Review (SPR) # _____☐ Sign Plan Temp. (SPT) # _____☐ Sign Plan Master (SPM) # _____

Filing Fee: _____

Receipt #: _____

Zoning: _____

Assessor's Parcel #: _____

Bus License #: _____

DESCRIPTION

Name on Sign _____

Project Location _____

PROPERTY OWNER

Name _____ Phone _____

Address _____ City _____

APPLICANT (Sign Owner)

Name _____ Phone _____

Address _____ City _____

CONTRACTOR

Name _____ Phone _____

Address _____ City _____

License No. _____ State _____

LOCATION OF SIGN ON PROPERTYFront of: Bldg. ☐ Lot ☐ Rear of: Bldg. ☐ Lot ☐ Side of: Bldg. ☐ Lot ☐

Other: _____

Street Frontage for Property is _____

Property Setback Line is _____

SIGN DIMENSIONS

Area _____ Height _____ Width _____ Clearance
Above Ground Level _____

TYPE OF SIGN CONSTRUCTION

New ☐ Repair ☐ Replacement ☐ Temporary ☐ Metal ☐ Wood ☐

Electric ☐ Other _____

TYPE OF LETTERS

Plain ☐ Reflected ☐ Electric ☐ Illuminated ☐ Illuminated Gas-Type Neon ☐

Sign Color is _____

Will any existing sign(s) be altered in terms of location, height, or size (If yes, explain)?

List all proposed signs whether painted, plastic, metal, permanent or temporary, illuminated or non-illuminated.

Type of Sign*	Copy (Text of the sign)	Type of Lighting**
=====		
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*Freeway gateway, projecting, wall, or painted, monument, window, etc.

**Internal, external, illumination, or non-illuminated, etc.

Will any sign protrude beyond the property line (If yes, where and by how much)?

When two (2) or more uses or occupancies are located on a single lot or parcel each occupant shall be allocated a proportionate share of the total permitted sign area as determined by the following formula:

$$\begin{array}{rcl} \text{Area per} & & \text{Frontage footage of} \\ \text{Individual} & = & \text{Individual occupancy} \quad \times \quad \text{Total width} \\ \text{Occupancy} & & \frac{\text{of parcel}}{\text{Total front footage of combined occupancy}} \\ & & \text{(Total building width)} \end{array}$$

When a single (1) building is located on a lot:

Sign Area = 1 square foot for every linear foot of lot frontage.

Applicant's Signature

Date

Property Owner's Signature

Date

-
-
- ☐ Construction permits required (need Building Department approval).
☐ Encroachment Permit required.
☐ No construction permits required.

Community Development Department Approval

Date

Public Works Department Approval

(If encroachment permit is required)

Date

Remarks: _____

cc: Public Safety Inspector

CITY OF LOMA LINDA

REQUIREMENTS FOR APPROVAL OF SIGN PERMIT

Applications for sign permits shall be made upon forms provided by the Community Development Department and shall contain, or have attached thereto, the following information and material:

Sign Permit

1. The name, address and telephone number of the business.
2. The name, address and telephone number of the applicant (owner of the sign).
3. The name, address and telephone number of the sign contractor, if any, and application preparer.
4. Plot plan showing location of sign with setbacks from property lines must accompany this application.
5. Three (3) copies of plans and elevations showing:
 - a) The sign height, size, color, type, style, elevation above final grade level, method of illumination and materials for the proposed sign.
 - b) The location, size and height of all signs and structures existing on the premises at the time of making such application.

Building Permit

Signs require a separate building permit. The permit will require other information such as structural details and calculations that the Community Development Department and Building Division may deem reasonable and necessary to insure safety of construction and compliance with the intent of the Uniform Building Code and Loma Linda Municipal Code, Chapter 17.18.

The person erecting the sign must be a licensed contractor and provide proof of other licenses and insurance required to obtain a building permit.

Note: Approval of new signs requires that all existing signs conform or be in conformance with the current sign ordinance or applicable master sign program.